

**Minutes of the Mail and Courier Task Force
Meeting of 2 April 1963**

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2. Handouts of a proposed schedule of courier runs were distributed

STAT to the Task Force. It was explained that it was a two-package proposal - the first section of the package being distributed Agency-wide and giving details on the courier runs, both incoming and outgoing, that Agency personnel would be interested in; the second more detailed package would be distributed only to the Deputies - further distribution of the second package would be at the Deputies' discretion. The listing of all runs includes both regular and special runs. The proposals will be discussed at a subsequent meeting after review by Task Force Members.

3. The minutes of the previous meeting, 26 March 1963, were read and the following changes were made:

a. Page 2, paragraph 2d - It was decided to delete the word major in the first sentence. Page 3, the same paragraph, it was decided to delete the validity of the request and the.

b. Discussion arose as to paragraph 2e and the feasibility of internal delivery within the Pentagon. It was decided that a sub-station or mail delivery room for CIA would have to be located in the Pentagon. At present the Defense Department is not willing to give us that room.

Also, it was determined that additional personnel would be needed to run the station. The minutes were adopted with changes indicated.

c. Further discussion was based on paragraph 2b and the possible duplication of the courier service between various Agency components. The factors of time, special clearances, babysitting, etc. were discussed with the outcome being that the Task Force decided that they must find out just what the requirements are for carrying certain documents. Were these rules that could be changed if other protective measures were taken? Would the office or customer change his special handling requirements?

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will form a subcommittee to study external service of OCI in an attempt to eliminate any duplication.

d. The point was raised that the Pentagon and State Department appears to get better service than our own buildings. Points raised in discussion included: (1) Inability to combine runs because of the volume of material and requirements for special expeditious handling such as cables. (2) Advantages from a security standpoint.

It was decided that copies of the CIA Records Administration study would be distributed to the members of the Task Force.

The point was raised on reducing the number of runs into town. There are now five scheduled runs into the D. C. area. It was expressed that the special runs may be cut down when the proposed schedule of runs is published, on the other hand, it may cause more requests for special runs when personnel

see how long some of the runs take to deliver the material.

4. The meeting was then turned over to the discussion of the Agency Internal Courier System. Major points discussed and actions taken were:

a. Based on recent surveys it was determined that the numbers of runs within Headquarters is:

Mail and Courier Branch	8 times a day to	68 points
RID	8 times a day to	143 points
Cable Secretariat	5 times a day to	43 points
Downtown	6 times a day to	9 points

b. The Chairman indicated the Task Force had received two recommendations re delivery points:

(1) The reduction of a large number of registries through elimination, consolidation, etc.

(2) Eliminate central registry facilities for major components; deliver mail direct to organizational level nearest action desk.

In consideration of these divergent recommendations the following points were made:

(1) Delivery of mail to a point as near as possible to the action desk results in the most efficient service with least intermediate processing. This system has been in effect within the DD/P for several years with excellent results. It was noted that this system can be applied effectively within DD/P because of the general uniformity of function of all DD/P elements and the central correspondence analysis system which leads to simplified sorting and delivery procedures. The several major components of the DD/I, DD/S, and DD/R on the other hand have no general uniformity

of functions. Within DD/I there are 8 major offices all with separate and distinct functions and within OCR there are 8 separate functional areas. The same pattern applies similarly to the DD/S and DD/R. While it is theoretically possible to distribute mail from a central point within the Agency or within a DD office it would be a very impractical solution. This subject ties in closely with internal control (logging) procedures and will be considered further at a later meeting.

c. Discussion of the number of daily deliveries led to the following basic conclusions:

(1) It is highly desirable if not essential that mail move promptly from point to point. The many requirements to meet tight deadlines and for expeditious handling of mail would result in additional hand carry with resultant cost for non-productive manhours.

(2) The frequent delivery of mail to recipients results in more even flow throughout the Agency and elimination of peaks and valleys in processing.

(3) The extremely heavy volume of mail received and dispatched requires constant onward movement in order to prevent over-taxing facilities at the central mail rooms and major receiving dispatch points.

d. The matter of interchange of mail on each floor between DD/P and MICS messengers was discussed. Currently the DD/P requirement for logging all outgoing mail in RID prevents this interchange and causes delay in delivery. This subject will be discussed further in connection with internal

control procedures.

STAT e. [] reported that the pneumatic tube system is being utilized only to a limited degree and suggested that the Task Force take action to encourage greater use. []

STAT were requested to investigate this matter for the DD/I, DD/P and other areas respectively and report at the next meeting.